



# CMS COLLEGE OF SCIENCE & COMMERCE

(Autonomous)

Chinnavedampatti, Coimbatore - 641 049

Website : www.cmscollege.edu.in | E-mail : info@cmscollege.edu.in | Phone : 0422 - 2666465, + 91 - 73589 73922

(Affiliated to Bharathiar University, Coimbatore, approved by AICTE, New Delhi)

Re-accredited with 'A+' Grade by NAAC (3<sup>rd</sup> Cycle) | STAR College Under DBT, Ministry of S&T, Govt. of India  
'College with Potential for Excellence' Conferred by UGC, New Delhi)

## INTERNAL QUALITY ASSURANCE CELL MINUTES OF THE MEETING

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21.09.2022

The IQAC meeting was conducted at 9.00 am @ Conference Hall. The following members of IQAC attended the meeting.

S.No. DEPT / SCHOOL	COORDINATORS	SIGNATURE
1. School of Biological Science		
Microbiology	Dr. V. Geetha,	
Bio Technology	Dr. Priscilla Helen Christy	
Bio Chemistry	Dr. M. Sathya,	
2. Business Administration	Dr. Subha Chelliappan	
3. Catering Science	Mr. K. L Gowrishankar	
4. Commerce (UG)	Dr. D. Kiruthika for	
5. Commerce (CA)	Ms. M. Esther Jansi	
6. Commerce (PA & AF)	Dr. V. Punitha	
7. Computer Applications	Dr. D. Thuthi Sarabai	
8. Computer Science	Ms. R. Sunitha	
9. English	Ms. R. Revathy	
10. Information Technology	Ms. M. Rose Margaret	
11. Electronics	Dr. G. Mahesh	
12. Languages	Dr. V. Shoba	
13. Mathematics	Dr. S. Uma Maheswari	
14. Physical Education	Dr. K. Senthil Kumar	
15. Social Work & Criminology	Ms. R. Kumutha	





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The following points were discussed in the meeting.

1. The roles and responsibilities of IQAC is discussed.
2. Discussion was carried out to conduct PDP and FDP for students and staffs respectively.
3. Departments are informed about AQAR report consolidation for 2021-2022.

JCP. *[Signature]*

*[Signature]*

ATTESTED



*[Signature]*

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## INTERNAL QUALITY ASSURANCE CELL

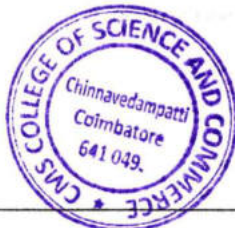
### MINUTES OF THE MEETING

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23.09.2022

The IQAC meeting was conducted at 3.00 pm @ Conference hall. The following members of IQAC attended the meeting.

S.No. DEPT / SCHOOL	COORDINATORS	SIGNATURE
1. School of Biological Science		
Microbiology	Dr. V. Geetha,	
Bio Technology	Dr. Priscilla Helen Christy	
Bio Chemistry	Dr. M. Sathya,	
2. Business Administration	Dr. Subha Chelliappan	
3. Catering Science	Mr. K. L Gowrishankar	
4. Commerce (UG)	Dr. D. Kiruthika	
5. Commerce (CA)	Ms. M. Esther Jansi	
6. Commerce (PA & AF)	Dr. V. Punitha	
7. Computer Applications	Dr. D. Thuthi Sarabai	
8. Computer Science	Ms. R. Sunitha	
9. English	Ms. R. Revathy	
10. Information Technology	Ms. M. Rose Margaret	
11. Electronics	Dr. G. Mahesh	
12. Languages	Dr. V. Shoba	
13. Mathematics	Dr. S. Uma Maheswari	
14. Physical Education	Dr. K. Senthil Kumar	
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The following points were discussed in the meeting.

1. The IQAC informed to all Coordinators to have more MoUs with Industries in order to create more career opportunities.
2. Discussion was carried out to conduct an online/offline seminar and workshop.
3. AQAR report for criterion wise input consolidation.

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## INTERNAL QUALITY ASSURANCE CELL

### MINUTES OF THE MEETING

14.10.2022

The IQAC meeting was conducted at 3.00 pm @ Conference hall. The following members of IQAC attended the meeting.

S.No. DEPT / SCHOOL	COORDINATORS	SIGNATURE
1. School of Biological Science		
Microbiology	Dr. V. Geetha,	
Bio Technology	Dr. Priscilla Helen Christy	
Bio Chemistry	Dr. M. Sathya,	
2. Business Administration	Dr. Subha Chelliappan	
3. Catering Science	Mr. K. L Gowrishankar	
4. Commerce (UG)	Dr. D. Kiruthika	
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The following points were discussed in the meeting.

1. The audits are asked to submit the report.
2. Discussion was carried out to conduct an FDP.



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## INTERNAL QUALITY ASSURANCE CELL

### MINUTES OF THE MEETING

04.11.2022

The IQAC meeting was conducted at 12.00 pm @ Conference hall. The following members of IQAC attended the meeting.

S.No.	DEPT / SCHOOL	COORDINATORS	SIGNATURE
1.	School of Biological Science		
	Microbiology	Dr. V. Geetha,	
	Bio Technology	Dr. Priscilla Helen Christy	
	Bio Chemistry	Dr. M. Sathya,	
2.	Business Administration	Dr. Subha Chelliappan	
3.	Catering Science	Mr. K. L Gowrishankar	
4.	Commerce (UG)	Dr. D. Kiruthika	
5.	Commerce (CA)	Ms. M. Esther Jansi	
6.	Commerce (PA & AF)	Dr. V. Punitha	
7.	Computer Applications	Dr. D. Thuthi Sarabai	
8.	Computer Science	Ms. R. Sunitha	
9.	English	Ms. R. Revathy	
10.	Information Technology	Ms. M. Rose Margaret	
11.	Electronics	Dr. G. Mahesh	
12.	Languages	Dr. V. Shoba	
13.	Mathematics	Dr. S. Uma Maheswari	
14.	Physical Education	Dr. K. Senthil Kumar	
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The following points were discussed in the meeting.

1. Criteria wise file to be maintained.
2. Certificate course for the students to be finalized.
3. Discuss about pre audit and final audit scheduled.

*J. P. Muneer*

*J. P. Muneer*

ATTESTED

*H. Balakrishnan*

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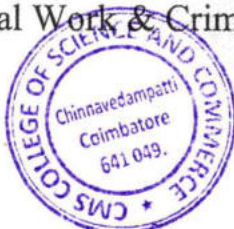
## INTERNAL QUALITY ASSURANCE CELL

### MINUTES OF THE MEETING

06.12.2022

The IQAC meeting was conducted at 1.30 pm @ Conference hall. The following members of IQAC attended the meeting.

S.No. DEPT / SCHOOL	COORDINATORS	SIGNATURE
1. School of Biological Science		
Microbiology	Dr. V. Geetha,	
Bio Technology	Dr. Priscilla Helen Christy	
Bio Chemistry	Dr. M. Sathya,	
2. Business Administration	Dr. Subha Chelliappan	
3. Catering Science	Mr. K. L Gowrishankar	
4. Commerce (UG)	Dr. D. Kiruthika	
5. Commerce (CA)	Ms. M. Esther Jansi	
6. Commerce (PA & AF)	Dr. V. Punitha	
7. Computer Applications	Dr. D. Thuthi Sarabai	
8. Computer Science	Ms. R. Sunitha	
9. English	Ms. R. Revathy	
10. Information Technology	Ms. M. Rose Margaret	
11. Electronics	Dr. G. Mahesh	
12. Languages	Dr. V. Shoba	
13. Mathematics	Dr. S. Uma Maheswari	
14. Physical Education	Dr. K. Senthil Kumar	
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The following points were discussed in the meeting.

1. The schedule for auditing is discussed and finalized. The information is communicated to all the departments.
2. The auditors are instructed to adhere to the audit schedule.
3. The pre auditing audit observation sheet is distributed to all coordinators.
4. The audits are asked to conduct the audit between 08.12.2022 to 12.12.2022.
5. IQAC Plan to conduct a Seminar on Documentation on Revised NACC Methodologies on 19.12.2022.

*K.P. Renukam*

*[Signature]*

ATTESTED

*H. Balakrishna*

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### MINUTES OF THE MEETING

16.12.2022

The IQAC meeting was conducted at 1.30 pm @ Conference hall. The following members of IQAC attended the meeting.

S.No. DEPT / SCHOOL	COORDINATORS	SIGNATURE
1. School of Biological Science		
Microbiology	Dr. V. Geetha,	
Bio Technology	Dr. Priscilla Helen Christy	
Bio Chemistry	Dr. M. Sathya,	
2. Business Administration	Dr. Subha Chelliappan	
3. Catering Science	Mr. K. L Gowrishankar	
4. Commerce (UG)	Dr. D. Kiruthika	
5. Commerce (CA)	Ms. M. Esther Jansi	
6. Commerce (PA & AF)	Dr. V. Punitha	
7. Computer Applications	Dr. D. Thuthi Sarabai	
8. Computer Science	Ms. R. Sunitha	
9. English	Ms. R. Revathy	
10. Information Technology	Ms. M. Rose Margaret	
11. Electronics	Dr. G. Mahesh	
12. Languages	Dr. V. Shoba	
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14. Physical Education	Dr. K. Senthil Kumar	
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The following points were discussed in the meeting.

1. The auditors are instructed to adhere to the audit schedule.
2. Different committees to be planned for the IQAC Seminar on Documentation on Revised NACC Methodologies on 19.12.2022.

*K.P. [Signature]*

*[Signature]*

ATTESTED



*H. Balakrishna*  
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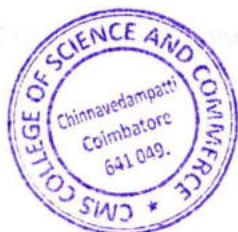
## INTERNAL QUALITY ASSURANCE CELL MINUTES OF THE MEETING

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18.01.2023

The IQAC meeting was conducted at 3.00 apm @ Conference Hall. The following members of IQAC attended the meeting.

S.No. DEPT / SCHOOL	COORDINATORS	SIGNATURE
1. School of Biological Science		
Microbiology	Dr. V. Geetha,	<i>Vh</i>
Bio Technology	Dr. Priscilla Helen Christy	<i>PH Christy</i>
Bio Chemistry	Dr. M. Sathya,	<i>M Sathya</i>
2. Business Administration	Dr. Subha Chelliappan	<i>Subha Chelliappan</i>
3. Catering Science	Mr. K. L Gowrishankar	<i>K. L Gowrishankar</i>
4. Commerce (UG)	Dr. D. Kiruthika	<i>Dr. D. Kiruthika</i>
5. Commerce (CA)	Ms. M. Esther Jansi	<i>M. Esther Jansi</i>
6. Commerce (PA & AF)	Dr. V. Punitha	<i>V. Punitha</i>
7. Computer Applications	Dr. D. Thuthi Sarabai	<i>Thuthi Sarabai</i>
8. Computer Science	Ms. R. Sunitha	<i>R. Sunitha</i>
9. English	Ms. R. Revathy	<i>R. Revathy</i>
10. Information Technology	Ms. M. Rose Margaret	<i>M. Rose Margaret</i>
11. Electronics	Dr. G. Mahesh	<i>G. Mahesh</i>
12. Languages	Dr. V. Shoba	<i>V. Shoba</i>
13. Mathematics	Dr. S. Uma Maheswari	<i>S. Uma Maheswari</i>
14. Physical Education	Dr. K. Senthil Kumar	<i>K. Senthil Kumar</i>
15. Social Work & Criminology	Ms. R. Kumutha	<i>R. Kumutha</i>





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E

The following points were discussed in the meeting.

1. The roles and responsibilities of IQAC is discussed.
2. IQAC Plan to conduct a workshop on Prioritization of Preparedness for NAAC Accreditation on 20.01.2023.
3. Various committees were discussed.



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## INTERNAL QUALITY ASSURANCE CELL

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### MINUTES OF THE MEETING

07.03.2023

The IQAC meeting was conducted at 9.00 am @ Conference Hall. The following members of IQAC attended the meeting.

S.No. DEPT / SCHOOL	COORDINATORS	SIGNATURE
16.School of Biological Science		
Microbiology	Dr. V. Geetha,	
Bio Technology	Dr. Priscilla Helen Christy	
Bio Chemistry	Dr. M. Sathya,	
17.Business Administration	Dr. Subha Chelliappan	
18.Catering Science	Mr. K. L Gowrishankar	
19.Commerce (UG)	Dr. D. Kiruthika	
20.Commerce (CA)	Ms. M. Esther Jansi	
21.Commerce (PA & AF)	Dr. V. Punitha	
22.Computer Applications	Dr. D. Thuthi Sarabai	
23.Computer Science	Ms. R. Sunitha	
24.English	Ms. R. Revathy	
25. Information Technology	Ms. M. Rose Margaret	
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The following points were discussed in the meeting.

4. The roles and responsibilities of IQAC is discussed.
5. Discussion was carried out to conduct offline/online seminar, PDP and FDP for students and staffs respectively.

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## INTERNAL QUALITY ASSURANCE CELL

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### MINUTES OF THE MEETING

09.03.2022

The IQAC meeting was conducted at 3.00 pm @ Conference hall. The following members of IQAC attended the meeting.

S.No. DEPT / SCHOOL	COORDINATORS	SIGNATURE
1. School of Biological Science		
Microbiology	Dr. V. Geetha,	
Bio Technology	Dr. Priscilla Helen Christy	
Bio Chemistry	Dr. M. Sathya,	
2. Business Administration	Dr. Subha Chelliappan	
3. Catering Science	Mr. K. L Gowrishankar	
4. Commerce (UG)	Dr. D. Kiruthika	
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E

The following points were discussed in the meeting.

1. The formats to fill the data for AQAR 2021-22 were sent to the departments. The points were discussed and the departments are informed to fill the details.
2. Discussion were done about workshop on Data visualization.

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## INTERNAL QUALITY ASSURANCE CELL

E

### MINUTES OF THE MEETING

30.03.2023

The IQAC meeting was conducted at 3.00 pm @ Conference hall. The following members of IQAC attended the meeting.

S.No. DEPT / SCHOOL	COORDINATORS	SIGNATURE
1. School of Biological Science		
Microbiology	Dr. V. Geetha,	
Bio Technology	Dr. Priscilla Helen Christy	
Bio Chemistry	Dr. M. Sathya,	
2. Business Administration	Dr. Subha Chelliappan	
3. Catering Science	Mr. K. L Gowrishankar	
4. Commerce (UG)	Dr. D. Kiruthika For	
5. Commerce (CA)	Ms. M. Esther Jansi	
6. Commerce (PA & AF)	Dr. V. Punitha	
7. Computer Applications	Dr. D. Thuthi Sarabai	
8. Computer Science	Ms. R. Sunitha	
9. English	Ms. R. Revathy	
10. Information Technology	Ms. M. Rose Margaret	
11. Electronics	Dr. G. Mahesh	
12. Languages	Dr. V. Shoba	
13. Mathematics	Dr. S. Uma Maheswari	
14. Physical Education	Dr. K. Senthil Kumar	
15. Social Work & Criminology	Ms. R. Kumudha	





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E

The following points were discussed in the meeting.

1. Planned to conduct an FDP on Statistical Analysis using R.
2. Discussion were done to conduct PDP on India will Conquer the World.

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### MINUTES OF THE MEETING

11.04.2023

The IQAC meeting was conducted at 9.00 am @ Conference hall. The following members of IQAC attended the meeting.

S.No.	DEPT / SCHOOL	COORDINATORS	SIGNATURE
1.	School of Biological Science		
	Microbiology	Dr. V. Geetha,	
	Bio Technology	Dr. Priscilla Helen Christy	
	Bio Chemistry	Dr. M. Sathya,	
2.	Business Administration	Dr. Subha Chelliappan	
3.	Catering Science	Mr. K. L Gowrishankar	
4.	Commerce (UG)	Dr. D. Kiruthika	
5.	Commerce (CA)	Ms. M. Esther Jansi	
6.	Commerce (PA & AF)	Dr. V. Punitha	
7.	Computer Applications	Dr. D. Thuthi Sarabai	
8.	Computer Science	Ms. R. Sunitha	
9.	English	Ms. R. Revathy	
10.	Information Technology	Ms. M. Rose Margaret	
11.	Electronics	Dr. G. Mahesh	
12.	Languages	Dr. V. Shoba	
13.	Mathematics	Dr. S. Uma Maheswari	
14.	Physical Education	Dr. K. Senthil Kumar	
15.	Social Work & Criminology	Ms. R. Kumutha	





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E

The following points were discussed in the meeting.

1. Discussion was carried out to get minor/major projects from UGC, CRD was planned to conduct the seminar/webinar.
2. Criteria wise file to be maintained.
3. Discuss about pre audit and final audit scheduled.

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### MINUTES OF THE MEETING

08.05.2023

The IQAC meeting was conducted at 1.30 pm @ Conference hall. The following members of IQAC attended the meeting.

S.No. DEPT / SCHOOL	COORDINATORS	SIGNATURE
1. School of Biological Science		
Microbiology	Dr. V. Geetha,	
Bio Technology	Dr. Priscilla Helen Christy	
Bio Chemistry	Dr. M. Sathya,	
2. Business Administration	Ms. <del>K</del> Kavitha	
3. Catering Science	Mr. K. L Gowrishankar	
4. Commerce (UG)	Dr. D. Kiruthika	
5. Commerce (CA)	Ms. M. Esther Jansi	
6. Commerce (PA & AF)	Dr. V. Punitha	
7. Computer Applications	Dr. D. Thuthi Sarabai	
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E

The following points were discussed in the meeting.

1. The schedule for auditing is discussed and finalized. The information is communicated to all the departments.
2. The auditors are instructed to adhere to the audit schedule.
3. The audit observation sheet is distributed to all coordinators.
4. The audits are asked to submit the report by 15.05.2023.
5. The annexures are to be submitted during internal audit by the departments. Take necessary steps to submit the annexures at the end of the audit without fail.

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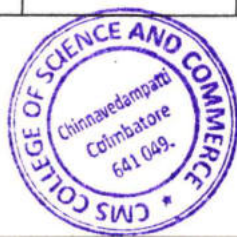
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## INTERNAL QUALITY ASSURANCE CELL

ACADEMIC YEAR 2022-23

ACTION TAKEN REPORT

S. No.	DATE	MINUTES	ACTON TAKEN	REMARKS
1.	21.09.2022	FDP and PDP to be conducted Criteria for AQAR	Necessary arrangements were discussed for online/off line FDP and PDP. AQAR report consolidation for 2021-2022	Completed
2.	23.09.2022	MoUs with industries Online/offline Seminar and workshop AQAR Format	Planned to tie up with Industries. Workshop on "Cyber Security and Hacking" was conducted on 29/09/2022 by Department of Information Technology. School of commerce conducted FDP on 06/10/2022 to 07/10/2022 Formats for AQAR done in Google sheets and shared with Departments filling.	Completed
3.	14.10.2022	Annexures Plan to conduct an FDP	Need to consolidate the annexures submitted by departments. CRD conducted Essential Statistical Tools for Research on 29/10/2022	Completed
4.	04.11.2022	AQAR - Criteria Wise Data Analysis Certificate course	Discussion was carried out. Certificate course for the students	Completed



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*H. Babali*  
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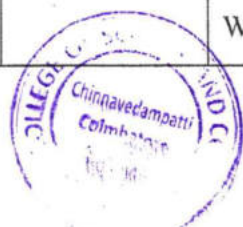
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		Pre audit and final audit	to be finalized. Discussion about pre audit and final audit scheduled.	
5.	06.12.2022	Internal Audit  IQAC Seminar	Internal audit schedule was given to the auditors and departments. The audits are asked to conduct the audit between 08.12.2022 to 12.12.2022. Plan to conduct a Seminar on Documentation on Revised NACC Methodologies on 19.12.2022.	Completed
6.	16.12.2022	Internal Audit  IQAC Seminar	Auditors are instructed to adhere to the audit schedule. Different committees to be planned for Seminar on 19.12.2022.	Completed
7.	18.01.2023	IQAC Workshop	IQAC Plan to conduct a workshop on Prioritization of Preparedness for NAAC Accreditation on 20.01.2023.	Completed
8.	07.03.2023	IQAC Auditors  Online/offline Seminar and workshop	Roles and responsibilities of IQAC is discussed. Department of Electronics conducted an Workshop On & E-Bike Dynamics and Estimation of Motor Rating through google meet on 09.03.2023.	Completed
9.	09.03.2023	AQAR Data  Workshop on Data	Department were instructed to complete the data filling of AQAR formats. Department of Information	Completed



*Principals*  
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		Visualization	Technology conducted Workshop on Data Visualization and Business Intelligence Using – Tableau Hands-on Session on 28.03.2023	
10.	30.03.2023	FDP on Statistical Analysis using R  PDP on India will Conquer the World	School of Biological Sciences conducted FDP on Statistical Analysis using R on 03.04.2023  Department of Electronics conducted a PDP on India will Conquer the World on 31.03.2023	Completed
11.	11.04.2023	FDP on Funded Research Project Proposal  Criteria wise File  Internal Audit	Discussion was carried out to get minor/major projects from UGC, CRD was planned to conduct the seminar/webinar  Criteria wise file to be maintained in the department.  Discuss about pre audit and final audit scheduled. Discuss about pre audit and final audit scheduled.	Completed
12.	08.05.2023	Internal Audit	The audits are asked to conduct the audit between 11.05.2023 to 12.05.2023.  Auditors are instructed to adhere to the audit schedule.  Audits are asked to submit the report by 15.05.2023	Completed

  
IQAC Coordinator



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Principal  
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